

Name of School:

Name of Course: **Computer Applications II**

### **Instructor Information**

**Name:**

**E-mail address:**

**School phone number:**

**Web page address:**

**Best times to be reached:**

### **Course Description**

Students will use Microsoft Word, Excel, and Access to design advanced spreadsheets, database, and word processing documents. They will prepare advanced-level Power Point presentations. Desktop Publishing and graphics will also be included. Students will use the Internet to access information. \$5.00 Lab Fee

### **District Standards and Power Benchmarks**

#### **Power Standards**

1. Assess and assemble documents commonly used in workplace software applications.
2. Evaluate information and synthesize it into proper forms of business communications.
3. Incorporate graphic enhancement to business communication.

#### **Power Benchmarks**

1. Develop a spreadsheet including an IF function.
2. Utilize the VLOOKUP function to solve a spreadsheet problem.
3. Consolidate data from two or more worksheets.
4. Construct an Access data base table.
5. Design a query.
6. Build a report from tables and queries.
7. Manipulate pictures, textboxes, drawing objects, and WordArt.
- 8/ Produce a document comprised of columns and section breaks.
9. Design a mail merge.
10. Present a PowerPoint presentation with action buttons and hyperlinks.

### **Course Information**

**Course length:** 1 term

**Required/Elective course:** Elective

**Credit Awarded:** 0.5

**Prerequisites:** Computer Applications I

### **Course Outline/Calendar**

**Units:** Spreadsheets (Excel), Word Processing (Word), Databases (Access), Presentations (PowerPoint)

**Major assignments, projects, events:** Culminating project at the end of the term utilizing skills developed from all units.

### **Text/Other Required Materials/Resources**

**Materials provided:** Performing with Microsoft Office, Thomson Publishing.

**Materials fee/additional cost:** \$5.00 lab fee

### **Instructional Procedures & Support**

### **Classroom Management Procedures**

### **Assessment Plan**

**Progress reports:** Mid-term and Final grade report card; individual student notification of completed/missing daily assignments throughout the term.

**Grading procedures:** Points are given for each assignment, project, and test. Total points determine final grade.

### **Grading System**

The Davenport Community Schools' district percentage grading scale is as follows:

A	92-100%
B	83-91%
C	68-82%
D	60-67%
F	0-59%